



JOHN ENGLER, Governor

DEPARTMENT OF MANAGEMENT & BUDGET

P.O. BOX 30026, LANSING, MICHIGAN 48909

MARK A. MURRAY, Director

August 19, 1996

**OFFICE OF ADMINISTRATIVE SERVICES
ADVISORY MEMORANDUM NO. 96-10**

TO: All Bureaus and Offices

SUBJECT: Reimbursement for Professional Development

Recognizing the need to emphasize continuing education, and the benefit to the department of expanding the knowledge and skills of employees in specialized or technical areas, the following professional development reimbursement policy is provided. The approval/denial of requests for professional development reimbursement rests with the Office Director. Costs associated with such reimbursement will be charged to the respective office. The following points are intended as a guide for the evaluation of reimbursement requests:

- When the department requests an employee to attend a class, or other professional development activity the employee will be reimbursed for all related costs. The class or other professional development activity must be related directly to the employee's present work assignment or assignments anticipated by the department.
- Costs for classes or professional development activities that the department feels would not significantly benefit the employee with regard to their present or anticipated work assignments will not be reimbursed. Employees should be referred to the appropriate Professional Development Fund for financial assistance.
- Employees attending approved higher education classes must complete the course work and receive a passing grade. Employees attending approved classes must pay the complete tuition and obtain a receipt. The receipt and documentation showing the class was completed must be presented to receive reimbursement.

- Employees attending other professional development activities must obtain approval from their office director prior to registering for such sessions. Registration costs will be paid prior to the professional development session. Employees must present a certificate of completion if one is provided. Other expenses should be submitted for payment under normal travel and expense reimbursement guidelines.
- To obtain reimbursement for the employee, enter the cost as a direct payment voucher. Submit a copy of the voucher, receipts, documentation that the course was completed, and the Office Director's approval to the Fiscal Management Division.

Distribution of Memorandum

For your convenience, two copies of this letter have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your agency responsible for daily administration of the subject activity.

Questions regarding this letter may be directed to the attention of Larry Murray at 37-31000.

Your cooperation and adherence to this procedural considerations will be appreciated.



Chris DeRose
Acting Director
Office of Administrative Services